

**Capital Improvements Advisory Committee
Town Manager's Conference Room
Minutes
February 3, 2010**

Committee Members	Present	Absent	Excused
Les Cole Chairman	X		
John Mullin, Vice Chairman	X		
Louis Robitaille	X		
Robert Turgeon	X		
Peggy Wagner	X		
Liaison			
David Drake, Council Liaison	X		
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
Staff & Guest			
Jeff Bridges, Town Manager	X		
Lisa Hancock, Finance Director			X

Chairman Les Cole called the meeting to order at 6:00 P.M.

- A. Approval of Minutes of January 26, 2010 Meeting – Motion made by John Mullin seconded by Louis Robitaille to approve minutes. **All members voted in favor.**
- B. Public Comments – None, no public present.
- C. Discussion of Old Business –
 - 1. Jameswell Road Study – Mike Turner advised that today he received a report from our on-call engineering consultant advising the cost to fix Jameswell Road would be \$66,670. This is a “Should Do” item on the Must Do Should Do Can’t Do Report. He wanted the Committee to have the updated information. The data base will be updated to reflect this new amount.
- D. Finalize Must Do Should Do Can’t Do List – Prior to finalizing the Must Do Should Do Can’t Do list Chairman Coles advised we should finalize the budget amount for Morrison Avenue. Currently \$250,000 is in the first cut of the draft CIP Budget. The meetings with the Morrison Avenue residents will be later this month to review the various proposals which range from \$12,000 to \$700,000. Since we do not know the cost of the proposal they will desire, we should put in a placeholder. After much discussion the members agreed to change the budget amount to \$200,000 which was the amount of the proposal the Town offered the residents two years ago, requiring them to pay portion of the cost. Once the final proposal is agreed to and the cost is finalized, the Council will then have three choices if the estimate exceeds this figure: (1) increase the CIP Budget to cover these costs; (2) Increase the cost of this project in the budget and eliminate other projects or (3) Leave the budget as is and make this a two year project where the balance of the funds required will be put in the 2011/2012 budget and the project could be accomplished in that year. Chairman Cole then asked Councilor Drake about a rumor he hear that the Council was looking to privatize the Library. If that is true, should we be allocating funds for the RFID System or have the outsourcing firm incur that expense. Councilor Drake advised they were looking to make the Library an independent agency but would have to provide them with funding, so the security system project should move forward. The Committee then went thru the remaining items in the “Must Do” category to get the bottom line as close to \$1,500,000 target as possible. After deliberations the CIAC decided to put forth their final recommendation going to Council at \$1,694,400. Jeff Bridges advised the Committee they have given him a challenge to get \$1,694,400 and he will try and meet that challenge. The next step in the process is the presentation to Planning & Zoning as an 8-24 referral and the presentation of the budget to the Council during the Department Budget Sessions with Council. Chairman Cole will be at both and welcomed members to join him if they so desired.

- E. Next Scheduled Meeting – Since the suggested budget was approved by the Committee tonight there will be no need for a future meeting.
- F. Adjournment - Motion by Louis Robitaille seconded by John Mullin to adjourn. **All members voted in favor.**
Meeting adjourned at 7:07 P.M.

I hereby certify that the above is a true copy of the minutes approved by the Capital Improvement Advisory Committee

Michael J. Turner
Director of Public Works
Town Staff Liaison

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